

**INSTRUCTIONS FOR COMPLETING
FORM RSPA F 7000.1-1 (Draft Rev. 10-03)**

**ANNUAL REPORT FOR CALENDAR YEAR 20XX
HAZARDOUS LIQUID PIPELINE SYSTEMS**

GENERAL INSTRUCTIONS

All section references are to Title 49 of the Code of Federal Regulations.

Annual reports must be submitted by March 15 for the preceding calendar year.

Reporting requirements will be at §195.49 - Annual report, Title 49 of the Code of Federal Regulations (CFR) Transportation of Hazardous Liquids by Pipeline, upon completion of rulemaking.

Reports should be submitted to the address in §195.58. If you have questions about the report or these instructions, or need copies of Form RSPA F 7000-1.1(10-03), please contact:

Information Resources Manager
Office of Pipeline Safety
400 7th St., S.W., Room 7128
Washington, D.C. 20590-0001
(202)366-4569 or (202) 366-3731

Copies of the form and instructions are on the Office of Pipeline Safety's home page, <http://ops.dot.gov> in the FORMS section of the ONLINE LIBRARY upon completion of rulemaking.

Please type or print all entries.

Make an entry in each block for which data is available. Estimate data if necessary. Try to avoid entering mileage in the **Unknown** columns if possible.

The terms "barrel", "breakout tank", "carbon dioxide", "gathering line", "intrastate", "interstate", "hazardous liquid", "highly volatile liquid (HVL)", "offshore", "outer continental shelf (OCS)", "pipeline facility", "rural area", "specified minimum yield strength (SMYS)", etc., are defined in §195.2. The term "operator" is defined in §195.2 as a person who owns or operates pipeline facilities. For purposes of this report, the operator is further defined as the person ("person" is defined in 49 CFR §195.2) who exercises substantial control over the operation of the pipeline.

SPECIFIC INSTRUCTIONS

Enter the Calendar Year for which the report is being filed in the header of the form near the form title, bearing in mind that reporting requirements are for the preceding calendar year (i.e., for the March 15, 2005 deadline, reporting would be for calendar year 2004).

Check **Initial Report** if this is the original filing. Check **Supplemental Report** if this is a follow-up to a previously filed report to amend or correct information. On Supplemental Reports, enter all information requested in Parts A, J, K, and L, and only the new or revised information for the remainder of the form.

For System Type, it is the Office of Pipeline Safety's intent to collect individual reports for mileage by system type in order to alleviate any confusion in reporting mileage on multiple systems. Operators should remember that any subsequent filing of an incident report should reflect the corresponding system type as filed in the annual. The system types on both reports must be consistent for proper analysis.

File a separate report for each of the following system types:

Crude Oil - [n] a dark oil consisting mainly of hydrocarbons.

Highly Volatile Liquids (HVLs) - flammable or toxic fluids, which are gases at ambient conditions, including anhydrous ammonia (NH₃)

Petroleum and Refined Products – gasoline, diesel, fuel, or other petroleum products, which are liquid at ambient conditions. Petroleum products means flammable, toxic, or corrosive products obtained from distilling and processing of crude oil, unfinished oils, natural gas liquids, blend stocks, and other miscellaneous hydrocarbon compounds. For the sake of this report, "petroleum products" is meant to be synonymous with "refined products".

Carbon Dioxide (CO₂) or Nitrous Oxide (N₂O) - other non-flammable, non-toxic fluids (gases at ambient temperature).

PART A - OPERATOR INFORMATION

Insert the operator name and address. Enter the address where additional information can be obtained. The operator's five digit identification number appears on the RSPA mailing label. All operators that meet the requirements of a "person" under 49 CFR 195.2 must have an identification number. If the person completing the report does not have the operator identification number, this information may be requested from the Information Resources Manager.

Before continuing with the rest of the form, please read the below:

Important Information Regarding Mileage Reporting

Each hazardous liquid system operator with total mile(s) of one (1) or more mile(s) of pipeline is required to file an annual report.

Report **TOTAL** miles of pipeline in the system at the end of the reporting year, including additions to the system during that year. Please adhere to definitions in Title 49 Part 195 of the Code of Federal Regulations when reporting pipeline mileage.

Please round all mileage to the nearest mile. **DO NOT USE DECIMALS OR FRACTIONS.** Round decimals or fractions to the nearest whole number, (e.g., 3/8 or 0.375 should be rounded down; 3/4 or 0.75 should be rounded up; 1/2 or 0.5 should be rounded up). The entry for "Miles of Steel Pipe" in Parts B and C should be identical and reflect system totals. **Note: The form requests reporting in miles of pipeline, not feet.**

PART B - MILES OF STEEL PIPE BY LOCATION/PROTECTION

In Part B, report miles of steel pipe by location and protection. The form asks for mileage of onshore and offshore, cathodic protected or unprotected, and bare or coated pipe. **COATED** means pipe coated with an effective hot or cold applied dielectric coating or wrapper.

Part B also requires a report of the total miles of onshore/offshore pipe that could affect High Consequence Areas (HCAs).

PART C - MILES OF STEEL PIPE BY NOMINAL PIPE SIZE/LOCATION

In Part C, report the miles of steel pipe by Nominal Pipe Size (NPS) (outside diameter) and location for both onshore and offshore locations. Enter the appropriate mileage in the corresponding nominal size blocks. For clarification purposes, the following guidelines are offered:

Please note that pipe size which does not correspond to NPS measurements should be rounded up to the next larger category. For example, 7 inch pipe would fall in the NPS 8" block. Operators should use the closest approximation for diameter.

PART D - MILES OF PIPE BY DECADE INSTALLED

In Part D, report the miles of pipe by decade installed. Please see the General Instructions for amplifying information regarding old or unknown installation dates.

We recognize that some companies may have very old pipe for which installation records may not exist. Enter estimates of the totals of such mileage in the "Pre-20 or UNKNOWN" section of Part D "Miles of Pipe by Decade Installed".

PART E - MILES OF ERW PIPE BY WELD TYPE/DECADE

In Part E, miles of Electronic Resistance Weld (ERW) pipe by weld type and decade are entered according to year installed, and whether the pipe is high or low frequency.

“High Frequency” means the ERW pipe is high frequency ERW. High frequency ERW pipe is pipe that was manufactured using a much higher frequency electrical current, usually about 450 thousand Hertz (kHz) to provide heat for fusion of the weld seam. Most pipe using this process has been manufactured since the late 1960s.

“Low Frequency” means the ERW pipe is low frequency ERW. Low frequency ERW pipe is pipe that was manufactured using a 250 Hertz (Hz) alternating electrical current to provide heat for fusion of the weld seam. Most pipe using this process was manufactured prior to 1970.

“DC” means direct current.

If you need additional information, please check the OPS website at <http://ops.dot.gov> for documents further explaining ERW.

PART F - MILES OF PIPE BY SPECIFIED MINIMUM YIELD STRENGTH (SYMS)

Part F requires the total miles of pipe by specified minimum yield strength for pipe onshore and offshore by percentage SMYS. The data requested pertains to pipelines regulated by the Office of Pipeline Safety only and not those which are regulated by other federal or state authorities.

PART G - MILES OF REGULATED GATHERING LINES

Report the mileage of OPS regulated gathering lines only. Gathering lines are defined in CFR §195.2 as, “A pipeline 219.1mm (8 1/2 in) or less nominal outside diameter that transports petroleum from a production facility.”

Rural gathering lines are considered to be unregulated gathering lines in accordance with 195.1(b)(4).

Include petroleum gathering line mileage under crude oil systems.

PART H - BREAKOUT TANKS

If you have submitted breakout tank information via the National Pipeline Mapping System, check the corresponding box and proceed to Part I.

If not, list the number of tanks by capacity and by commodity.

PART I - VOLUME TRANSPORTED IN BARRELS - MILES OF:

Include annual volume transported totals in barrel-miles regardless of state. Mixed system operators should report all mileage under the predominate system type for mixed commodity category systems. Barrel-miles means one barrel transported one mile. The volume transported should be consistent with the system type in order to have clear data for analysis.

PART J - INTEGRITY INSPECTIONS CONDUCTED AND ACTIONS TAKEN

Part J captures the integrity inspections conducted and actions taken based on inspection. Inspections means those inspections conducted in the reporting period calendar year (including Baseline, non-Baseline, and new construction). Part J is subdivided into five (5) sections.

Section 1 - Mileage inspected by In-Line Inspection (ILI) tool type.

Section 2 - Actions taken based on ILI inspections.

Section 3 - Pressure Testing.

Section 4 - Other Inspection Techniques (including Direct Assessment).

Section 5 - Total Mileage Inspected (all Methods) and Actions Taken.

PART K – MILEAGE OF COMPLETED BASELINE ASSESSMENTS

Part K captures the completed Baseline Assessments as required under 49 CFR Part 195.452. Of the total miles that could affect HCAs (see miles reported in Part B), and for the miles that the operator currently owns, enter the number of miles with completed Baseline Assessments for the appropriate corresponding year. Progress goals are to reach 50% in 2004, and for completed baseline programs by 2008.

Important Note: In order for this portion of the annual report to be completed, mileage reported here must meet the full requirements of 49 CFR 195.452 – inclusive of risk assessments, integration of information, integrity testing, repairs completed, and/or mitigation in place.

PART L - PREPARER AND AUTHORIZED SIGNATURE

PREPARER is the name of the person most knowledgeable about the report or the person to be contacted for more information. Please include the preparer's E-mail address if applicable.

AUTHORIZED SIGNATURE may be the preparer or a company officer, principal, or other person whom the operator or owner has designated to review and sign reports.